

## University Council Minutes August 12, 2010

Present: Jack Lassiter, David Ray, Clay Brown, Jay Hughes, Linda Rushing, Bob Ware, Debbie Gasaway, Reginald Glover, Lathan Hairston, Jim Hudgins, Scott Kuttenkuler, Mary Whiting

Ms. Whiting presented the TV commercials for UAM. She stated that Jim Brewer has completed new billboard signs. Marketing topics discussed included the website, social networking, and movie trailers.

Ms. Gasaway stated that the financial aid list should be received from the Department of Higher Education by August 18<sup>th</sup>. Financial Aid cannot be processed until students have registered and are in the system.

Mr. Hairston discussed a question from the last meeting regarding vacation hours in excess of 240 hours. It is state law that the hours cannot be carried over. However, supervisors should try to work with non-classified employees and give them time off when they are not as busy.

Dr. Lassiter informed the Council that the Gateway grant had not been funded. Dr. Brown noted that UAM has received the grant for 33 years, and that 5-7 schools in Arkansas were not awarded the grant this year.

Dr. Lassiter discussed the organizational chart, and announced the following changes, effective Monday, August 16<sup>th</sup>:

Clay Brown - Vice Chancellor for Advancement/University Relations  
Jay Hughes – Vice Chancellor for Student Affairs  
Scott Kuttenkuler – Dean of Students/Director of Governmental Affairs  
Mary Whiting – Dean of Enrollment Management

Dr. Lassiter discussed changes in the Library. Java City/Patio Café will move into the Art Gallery. The Art Gallery will move into where Java City is currently located. And a new position will be created for a University Operator, which will be seated at the information desk.

The Council was reminded that a travel authorization should be entered for insurance purposes, even if the travel has no expenses.

Dr. Lassiter stated that a Cost Containment Committee would be set up, to look at ways to keep costs at the present level.

Mr. Hudgins discussed the light upgrade. He noted that this should decrease the energy use 18%, or approximately \$96,000 per year.

The use of the Trotter House was discussed. University guests should be encouraged to stay at the Trotter House, since the money will come back to the University.

The idea was discussed to change Commencement to two sessions in May and one session in December.